



MOST FREQUENTLY ASKED QUESTIONS ASBESTOS TRAINING PROVIDERS AND TRAINERS

Question 1:

I am an out of state training provider, teaching a class for a client in Louisiana. Does Louisiana accept certificates from out of state training providers? Also, I know that Louisiana requires a Louisiana regulations class to be taught if taking a class from out of state. Please clarify what Louisiana accepts.

Response 1:

Louisiana accepts AHERA training for any initial or refresher AHERA classes in which the training provider is recognized by EPA or recognized by a state that is authorized by EPA.

The La. 2-hr regs class must be taken annually by anyone applying to Louisiana for accreditation. This class must be conducted by a Louisiana recognized training provider.

Question 2:

If I am a Louisiana recognized training provider and I teach a class in other states, like New Mexico or Tennessee, etc do I need to submit class notifications and rosters to Louisiana?

Response 2:

Yes, if Louisiana recognizes a training provider, it must comply with Louisiana's regulations, including notifying LDEQ of the class information prior to conducting classes in accordance with Louisiana's regulations, and submitting class rosters in accordance with our rules.

Some states, like New Mexico have no AHERA asbestos program. That is why Louisiana acknowledges training providers conducting AHERA training in that state. And since we recognize their training providers, they have to follow our regulations

Question 3:

We are looking for information on becoming a provider to be able to train asbestos workers. What qualifications do our trainers need to have and what courses do they have to have or take to become qualified? Also, as a company what do we need to have in place to become the provider facility?

Response 3:

The qualifications and requirements for Asbestos Training Providers and Trainers associated with those providers are in **LAC 33:III.Chapter 27 of the Louisiana Air Quality Regulations**: <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx>.

Note: Be advised that Expedited Penalties will be required for non-compliance. Additional penalties and/ or revocation of Training Provider and Trainer recognition may be required for excessive non-compliance. Timely applications, course notifications, course cancellations, and rosters are expected as well as adhering to the length, time, and other class requirements. In addition, the LDEQ expects that there will be no falsification of any records.

LAC 33:III.Chapter 27: The following regulations are not complete. Please refer to the regulations at <http://www.deq.louisiana.gov/portal/tabid/1674/Default.aspx> for the complete regulations.

§2799. Appendix A—Agent Accreditation Plan

The duration of initial and refresher training courses is specified in numbers of days. A day of training equals eight consecutive hours, including breaks and lunch.

In several instances, initial training courses for a specific discipline (e.g., workers, inspectors) require hands-on training. For asbestos abatement supervisors and workers, hands-on training should include working with asbestos-substitute materials, fitting and using respirators, use of glove-bags, donning protective clothing, constructing a decontamination unit, as well as other abatement work activities. Hands-on training must permit all supervisors and workers to have actual experience performing tasks associated with asbestos abatement. For inspectors, hands-on training should include conducting a simulated building walk-through inspection and respirator fit testing.

Training requirements for each of the five accredited disciplines are outlined below. Persons in each discipline perform a different job function and distinct role. Inspectors identify and assess the condition of ACBM, or suspect ACBM. Management planners use data gathered by inspectors to assess the degree of hazard posed by ACBM in schools to determine the scope and timing of appropriate response actions needed for schools. Project designers determine how asbestos abatement work should be conducted. Lastly, workers and contractor/supervisors carry out and oversee abatement work. Each accredited discipline and training curriculum is separate and distinct from the others. A person seeking accreditation in any of the five accredited MAP disciplines cannot attend two or more courses concurrently, but may attend such courses sequentially. All courses, both initial and refresher, shall be completed within 14 days of the commencement of the course.

Each Initial & Refresher Training Course for each of the 5 disciplines is located in Section 2799, A (Initial Training) & C (Refresher Training). LAC 33:III.2799.B includes information on examinations.

Below are the regulations on Training Organizations and Their Trainers (LAC 33:III.2799):

F. Recognition of Training Organizations and Their Trainers. Trainers who conduct asbestos courses in Louisiana must do so in association with a training organization recognized by this department. Trainers associated with a recognized training organization must also be recognized by this department prior to conducting approved courses. Asbestos training organizations may be recognized to train provided the organization does the following.

1. Submit the latest revision of the Asbestos Training Organization Recognition Application, Form AAC-3, (which may be obtained from the Office of Environmental Services or through the department's website) requesting approval to train asbestos agents.

2. The application will as a minimum include the following:

- a. the name, address, and telephone number of the training organization's corporate offices and the representative serving as the contact for the organization for the scheduling of training courses and for other training activities. The application must be signed by the person who is responsible for the training organization;

- b. a listing of which courses are requested to be approved;

- c. when requested, a copy of a certificate, and copies of printed training materials used for every course to be taught including texts, syllabi, and outlines, but not including any exams:

- i. if the latest version of training material was submitted with the last application, a note to that effect is sufficient;

- ii. when training material is updated within a year, the latest copy of training material should be submitted;

- d. the résumés of the instructors attached to an Asbestos Trainer Recognition Form, AAC-4:
 - i. instructors must be experienced in the subjects that they teach;
 - ii. experience is considered as:
 - (a). a degree or certification in the subject being taught; or
 - (b). working in the subject for two or more years;
 - iii. two or more instructors must be listed for each initial training course;
 - e. a copy of the EPA letter recognizing full approval of the training organization's course or approval from a state authorized by EPA to approve training courses, if applicable;
 - f. a letter from the provider of the training course that clearly indicates how the course meets the requirements of this Appendix for:
 - i. length of training in days;
 - ii. amount and type of hands-on training;
 - iii. examination (length, format, and passing score); and
 - iv. topics covered in the course;
 - g. a detailed statement about the development of the examination used in the course.
3. The completed application with applicable fees for organization and trainer recognition (LAC 33:III.223) are to be sent to the Office of Environmental Services.
4. Applications for recognition may be denied for:
- a. incomplete applications;
 - b. inaccurate or falsified information; or
 - c. failure to comply with applicable federal, state, and local regulations.
5. Training organizations and trainers shall be considered recognized upon written confirmation from the department or upon receipt of a certificate of recognition from the department. Training recognition numbers will be issued to all recognized training organizations and training instructors. The recognition is effective for one year. A recognized training organization or trainer may have their recognition revoked for failure to meet the following criteria.
- a. Unique sequentially-numbered certificates must be issued to students who successfully pass the training course. The numbered certificate must indicate the student's name, his or her driver's license or state identification number and the issuing state, the course completed, and the dates of the course and the examination when applicable. The certificate must also include an expiration date for training that is one year after the date on which the student completed the course. The name, address, and telephone number of the training organization must also be indicated on the certificate. The discipline for which training was received shall be stated on each certificate, and a statement must be included that the person receiving the certificate has completed the requisite training for asbestos accreditation as required under TSCA Title II. States or training providers who reaccredit persons based upon completion of required refresher training must also provide accreditation certificates with all of the above information, except the examination date may be omitted.
 - b. The recognized training organization must keep the Office of Environmental Services informed of any change in status of the training organization, such as pending fines, notices of violation, changes in instructor status, etc.
 - c. A notification of which courses will be taught, including where, when, and who will conduct the class, must be submitted to the Office of Environmental Services.

i. The notification must be received in writing by the Office of Environmental Services at least five days prior to class commencement. (Notification must be made at least three days prior to a course when only the state regulations are to be taught.)

ii. Cancellation of classes must be received by the Office of Environmental Services before the class should have commenced.

d. Within 10 days of the completion of a class a complete roster of trainees, their driver's license or state identification numbers and the issuing states, and their examination grades, with a 1" x 1 1/4" photograph of the face of each trainee, must be submitted to the Office of Environmental Services on a form approved by the department.

e. The Office of Environmental Services must be notified by phone or in writing of changes in class schedules prior to the date when the course was to have commenced.

f. The organization and its instructors must comply with and direct others to comply with LAC 33:III.Chapters 27 and 51 and other applicable federal, state, and local regulations.

g. Louisiana regulations LAC 33:III.Chapters 27 and 51 must be taught for a minimum of two hours in each approved initial course.

h. Training course providers shall permit representatives of EPA or the Louisiana Department of Environmental Quality to attend, evaluate, and monitor any training course without charge.

i. Courses must be taught at least according to the criteria and length of training specified in LAC 33:III.2799.Appendix A.

j. Only recognized trainers may teach courses.

k. Additionally, training course approval may be withdrawn for:

- i. misrepresentation of the extent of a training course's approval by a state or EPA;
- ii. failure to submit required information or notifications in a timely manner;
- iii. failure to maintain requisite records;
- iv. falsification of accreditation records, instructor qualifications, or other accreditation information;
- v. failure to adhere to the training standards and requirements of the agent accreditation plan.

6. Applications for trainer recognition shall be completed using the latest revision of the Asbestos Trainer Recognition Form, AAC-4 (latest revision of the form may be obtained from the Office of Environmental Services or through the department's website). A résumé indicating proof of experience as described in Clause F.2.d.ii of this Appendix must be attached. The completed application with applicable fees (LAC 33:III.223) is to be sent to the Office of Environmental Services.

7. Courses may be given contingent approval based upon the review of course materials and inclusion of those topics required under Subsection A of this Appendix when applicable. Full approval may be given upon completion of an audit of the course for which approval is requested.

a. Initial training courses must be held for at least the length specified in Subsection A of this Appendix.

b. Refresher training courses must be held for at least the length of time as specified in Subsection C of this Appendix.

8. Recognition of trainers and training organizations is effective for one year from the date issued. Recognition of training organizations and trainers may be renewed annually by submitting the latest revision of Form AAC-3 and AAC-4 respectively along with the applicable fees (LAC 33:III.223) to the department.

9. Recordkeeping Requirements of Training Providers. All approved providers of accredited asbestos training courses must comply with the following minimum recordkeeping requirements.

a. Training Course Materials. A training provider must retain copies of all instructional materials used in the delivery of the classroom training such as student manuals, instructor notebooks and handouts.

b. **Instructor Qualifications.** A training provider must retain copies of all instructors' résumés, and the documents approving each instructor issued by the department in advance whenever it changes course instructors. Records must accurately identify the instructors that taught each particular course for each date that a course is offered.

c. **Examinations.** A training provider must document that each person who receives an accreditation certificate for an initial training course has achieved a passing score on the examination. These records must clearly indicate the date upon which the exam was administered, the training course and discipline for which the exam was given, the name of the person who proctored the exam, a copy of the exam, and the name and test score of each person taking the exam. The topic and dates of the training course must correspond to those listed on that person's accreditation certificate.

d. **Accreditation Certificates.** The training providers shall maintain records that document the names of all persons who have been awarded certificates, their certificate numbers, the disciplines for which accreditation was conferred, training and expiration dates, and the training location. The training provider shall maintain the records in a manner that allows verification by telephone of the required information.

e. **Records Retention and Access**

i. The training provider shall maintain all required records for a minimum of three years. The training provider, however, may find it advantageous to retain these records for a longer period of time.

ii. The training provider must allow reasonable access to all of the records required by this Appendix, and to any other records which may be required for the approval of asbestos training providers or the accreditation of asbestos training courses, to both EPA and to state agencies, on request. EPA encourages training providers to make this information equally accessible to the general public.

iii. If a training provider ceases to conduct training, the training provider shall notify the Office of Environmental Services and give it the opportunity to take possession of that providers asbestos training records.

The Asbestos Training Provider (AAC-3) and Trainer (AAC-4) applications may be downloaded from the Asbestos web site at: <http://www.deq.louisiana.gov/portal/tabid/2883/Default.aspx>.

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